



7-45-1 Bid Justification Process - State Projects

Updated May 17, 2021

1.1 Originator

Project Development Section

1.2 Introduction

The Bureau of Project Development - Proposal Management Unit is responsible for the project letting process for the department. The department lets projects to bid the second Tuesday of every month. Following the letting, the Proposal Management Unit will notify the regions which of their projects need to submit additional estimate justification documentation. The design team will be required to submit an estimate justification if one of the instances defined in [FDM 19-5-7.3](#) is met. The Proposal Management Unit will send the estimate justification notification via e-mail to the WisDOT project manager (PM), WisDOT project leader (PL) and/or design consultant and program controls design engineer. The SPO-Planning chief, PDS chief, and PDS supervisor are usually copied on the email as well. The notification e-mail will contain information as to why the project is receiving the justification request and what information needs to be submitted back to the Proposal Management Unit before the project will be considered for award. The email from the Proposal Management Unit will also include the [WisDOT Justification Email Guidance](#) as an attachment.

1.3 Process

Steps to follow when estimate is higher than the low bid by more than 10% (ESTIMATE is denominator for measurement of estimate accuracy and FHWA/DOT Stewardship where 50% of the estimates will be within 10%).

1. The WisDOT project leader or design consultant responsible for preparing the estimate will review the information provided in the notification e-mail, including the estimate, and prepare a response that answers the questions listed in the justification request e-mail. Refer to the "Justification Responses" section of the [WisDOT Justification Email Guidance](#) when preparing your responses. The project leader or design consultant will then submit their response to the WisDOT PM for review. Confer with WisDOT PM on when submittal is required to meet Step 2 deadline below.
2. The WisDOT PM will review the documentation, discuss with the WisDOT PDS supervisor and forward the requested documentation via e-mail to the Proposal Management Unit (cc Program Controls and WisDOT supervisor). **The response is due to the Proposal Management Unit as soon as possible, but no later than noon the Friday after the letting.**

Steps to follow when low bid is higher than the estimate by more than 5 % (ESTIMATE is the denominator per the governor's letter explaining why the bid prices are high compared to the estimated costs).

1. The WisDOT project leader or design consultant responsible for preparing the estimate will review the information provided in the notification e-mail, including the estimate, and prepare a response that answers the questions listed in the justification request e-mail. Refer to the "Justification Responses" section of the [WisDOT Justification Email Guidance](#) when preparing your responses. The project leader or design consultant shall recommend to the WisDOT PM whether or not to award the project. Confer with WisDOT PM on when submittal is required to meet deadline in Step 2.
2. The WisDOT PM will review the response, discuss with the WisDOT PDS supervisor and recommend to the WisDOT PDS chief and planning chief via e-mail whether or not to award the project. (cc Program Controls and WisDOT PDS supervisor). If local funds were used for a portion of the project, provide update to inform the local official(s) about the increase in funding. **The response is due to the chiefs as soon as possible but no later than 3 pm the Thursday after the letting.**
3. The WisDOT PDS chief and planning chief will review the information provided and will respond back to the WisDOT PM via e-mail on whether they concur with awarding the project (cc all original e-mail recipients). **The response is due back to the WisDOT PM as soon as possible but no later than 10 am the Friday after the letting.**
4. The WisDOT PM will collect all responses and forward via e-mail the final Region recommendation to either award or pull the project to the Proposal Management Unit. (cc all original e-mail recipients). **The response is due to the Proposal Management Unit as soon as possible, but no later than noon the Friday after the letting.**

1.4 References

[FDM 19-5-7.3](#)

[WisDOT Justification Email Guidance](#)

Program Controls Design Engineer - John VonRuden, john.vonruden@dot.wi.gov

John VonRuden
Author

9/3/2015
Date

7-45-2 Bid Justification Process - Local Projects

Updated May 17, 2021

2.1 Originator

Project Development Section

2.2 Introduction

The Bureau of Project Development - Proposal Management Unit is responsible for the project letting process for the department. The department lets projects to bid the second Tuesday of every month. Following the letting, the Proposal Management Unit will notify the regions which of their projects need to submit additional estimate justification documentation. The design team will be required to submit an estimate justification if one of the instances defined in [FDM 19-5-7.3](#) is met. The Proposal Management Unit will send the estimate justification notification via email to the WisDOT project manager (PM), Management Consultant project manager (MC PM), design consultant and Program Controls design engineer. The SPO-Planning chief, PDS chief, and PDS supervisor are usually copied on the email as well. The notification e-mail will contain information as to why the project is receiving the justification request and what information needs to be submitted back to the Proposal Management Unit before the project will be considered for award. The email from the Proposal Management Unit will also include the [WisDOT Justification Email Guidance](#) as an attachment.

2.3 Process

Steps to follow when estimate is higher than the low bid by more than 10% (ESTIMATE is denominator for measurement of estimate accuracy and FHWA/DOT Stewardship where 50% of the estimates will be within 10%).

1. The design consultant responsible for preparing the estimate will review the information provided in the notification e-mail, including the estimate, and prepare a response that answers the questions listed in the justification request e-mail and submit via e-mail to the MC PM for review. Refer to the "Justification Responses" section of the [WisDOT Justification Email Guidance](#) when preparing your responses. Confer with MC PM on when submittal is required to meet Step 2 deadline below.
2. The MC PM will review the documentation, discuss with the WisDOT PM and PDS supervisor and forward the requested documentation via e-mail to the Proposal Management Unit. (cc Program Controls, WisDOT PM and WisDOT supervisor). **The response is due to the Proposal Management Unit as soon as possible but no later than noon the Friday after the letting.**

Steps to follow when low bid is higher than the estimate by more than 5 % (ESTIMATE is denominator per the governor's letter explaining why the bid prices are high compared to the estimated costs).

1. The Design Consultant responsible for preparing the estimate will review the information provided in the notification e-mail, including the estimate, provide concurrence from the local official(s) for the increase in funding, and prepare a response that answers the questions listed in the justification request e-mail and recommend to the MC PM whether or not to award the project. Refer to the "Justification Responses" section of the [WisDOT Justification Email Guidance](#) when preparing your responses. Confer with MC PM on when submittal is required to meet the deadline in Step 2.
2. The MC PM will review the response, discuss with the WisDOT PM and PDS supervisor and recommend to the WisDOT PDS and planning chief via e-mail whether or not to award the project. (cc Program Controls, WisDOT PM, and WisDOT PDS supervisor). **The response is due to the chiefs as soon as possible, but no later than 3 pm the Thursday after the letting.**
3. The WisDOT PDS and planning chief will review the information provided and will respond back to the MC PM via e-mail on whether they concur with awarding the project (cc all original e-mail recipients). **The response is due back to the MC PM as soon as possible, but no later than 10 am the Friday after the letting.**
4. The MC PM will collect all responses and forward via e-mail the final Region recommendation to the Proposal Management Unit to either award or pull the project (cc all original e-mail recipients). **The response is due to the Proposal Management Unit as soon as possible, but no later than noon the Friday after the letting.**

2.4 References

[FDM 19-5-7.3](#)

[WisDOT Justification Email Guidance](#)

Program Controls Design Engineer - John VonRuden, john.vonruden@dot.wi.gov

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9/3/2015

Date

7-45-5 Addenda

date

15.1 Originator

This section has not yet been written.

15.2 Introduction

15.3 Process

15.4 References

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1/7/2015

Date